

MINUTES

DODGE COUNTY LIBRARY PLANNING COMMITTEE

February 21, 2017

1. Call to order & Roll Call: The meeting was called to order by Committee Vice Chair Alixe Bielot at 1:55 p.m. Present, Tracy Scheffler, Alixe Bielot, and Amy Birtell. Appearing by phone – Alex Harvancik. Others, County Administrator Jim Mielke, and Dodge County Clerk Karen Gibson. Absent: MaryAnn Miller.
2. Public Comment: None
3. Consideration of Minutes: November 15, 2016: Motion by Birtell, 2nd by Bielot to approve the November 15, 2016 minutes as presented. Motion carried.
4. Review, Discuss Dodge County Library Plan for Service: Discussion regarding the Dodge County Library Plan for Service which was originally adopted on April 21, 2009 and updated September 4, 2014. Monarch System Director Birtell noted the existing Plan for Service mirrors the Plan template established by the Wisconsin Department of Public Instruction (DPI).

The Committee reviewed Library Service Plan documents from Fond du Lac; Columbia; Marquette and Jefferson counties. Mielke noted he liked the Columbia County format as it contained present and historical data tables related to circulation payments and member library holdings.

Going forward there was discussion related to the definition of the Watertown and Randolph libraries as it relates to their classification of Dodge County municipal libraries versus being considered “adjacent” libraries for purposes of reimbursement calculations. Birtell will seek input from DPI and Mielke noted he would contact the Dodge County Corporation Counsel Office for advice.

5. Adjourn: Motion by Scheffler, second by Birtell to adjourn. Motion carried. Time: 2:45 p.m.

Next meeting Date and Time: Tuesday March 7, 2017 at 2:00 p.m.

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MEMO

TO: Karen J. Gibson
Dodge County Clerk

Dodge County Library Planning Committee

FROM: Kathilynne A. Grotelueschen *KA*
Assistant Corporation Counsel

DATE: March 1, 2017

RE: *Classification and Reimbursement of Libraries in Border Communities*

I have been asked to provide an opinion on whether a library in a border community¹ should be classified as an in-county library or an adjacent county library for purposes of reimbursement from Dodge County. Specifically, when a library is located in a community that is partially in Dodge County, and partially in a neighboring county, must Dodge County reimburse that library at the same percentage that it reimburses other in-county libraries? For the reasons discussed below, the answer depends upon which county the library designates as its home county. If Dodge County is designated as the library's home county, then the library should be treated as an in-county library for purposes of reimbursement, regardless of which county the library itself is physically located in.

The law regarding libraries in Wisconsin is found in Chapter 43 of the Wisconsin Statutes and provides for the establishment of public library systems. WIS. STAT. §§ 43.15, 43.19, 43.57. The two types of public library systems that may be formed are consolidated library systems, consisting of only one county, and federated library systems which may consist of one or more counties. WIS. STAT. § 43.15(3)(a). Pursuant to Wis. Stat. § 43.15(3)(b),

[n]o more than one system may be established within a single county. If the territory of a municipality lies in 2 or more counties which are not in the same public library system, the municipal library board or, if no such board exists, the municipal governing body shall determine the system in which the municipality will participate.

¹ For purposes of this Memo, "border community" means a municipality whose boundaries are located in two or more counties.

WIS. STAT. § 43.15(3)(b). A municipal library may choose to participate in a public library system but must meet the following requirements in order to do so:

1. Be established and operated under Chapter 43, Wis. Stats.;
2. Belong to a county that participates in that public library system;
3. Be authorized by its municipal governing body to participate in the public library system;
4. Enter into a written agreement with the public library system board to participate in the system;
5. Employ a library director who is certified by the Department of Public Instruction and works at least 10 hours per week; and,
6. Be open to the public for a minimum of 20 hours per week and spend at least \$2,500 per year on library materials.

WIS. STAT. § 43.15(4)(c). According to these provisions, libraries in municipalities with territories within more than one county must choose a county to be affiliated with – “home county” – in order to join a public library system and can only join the public library system that its home county has joined. The library’s home county is reported on its annual report submitted to the library system and the Wisconsin Department of Public Instruction. (DPI).

Wisconsin law also requires county funding for library services. Specifically, Wis. Stat. § 43.12 contains the requirement that a county pay for library services and, in relevant part, states:

(1)(a) By March 1 of each year, each of the following payments of not less than the minimum amount calculated under par. (b) *shall be made*:

1. Except as provided in subd. 2., by a county that does not maintain a consolidated public library for the county under s. 43.57 and that contains residents who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, *to each public library in the county and to each public library in an adjacent county*, other than a county with a population of at least 500,000 or a county that maintains a consolidated public library for the county.

...

- (b) The minimum amount under par. (a) shall be calculated to equal 70 percent of the amount computed by multiplying the number of loans of material made by the library during the prior calendar year, for par. (a)1. or 3., to residents of the county who are not residents of a municipality that maintains a public library under s. 43.52 or 43.53, ..., as reported under sub. (2), by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported.

WIS. STAT. § 43.12(1)(*emphasis added*). As Dodge County does not maintain a consolidated public library for the County, it is required to reimburse each public library in the county, and

each public library in an adjacent county², at a minimum of 70% of the amount calculated using the formula contained in Wis. Stat. § 43.12(1)(b). It is my understanding that Dodge County currently reimburses in-county libraries at 80% and adjacent county libraries at 70%.

Dodge County, like most counties, has several municipalities whose territories are within more than one county. Some of these municipalities contain public libraries which provide services to residents of multiple counties. According to the Wisconsin Department of Public Instruction (DPI), libraries (through their municipal library boards or governing bodies) in these border communities must choose one county to be their home county. If the adjacent county is in a different public library system than Dodge County, the designation of the library's home county will determine which public library system that library can become a member of. Additionally, the library will be reimbursed as an in-county library from its home county, and as an adjacent county library from the other county. As long as the library is located in a municipality whose territory is in both counties, it does not matter which county the library itself is physically located in. For example, Randolph is located in both Dodge and Columbia Counties. The public library in Randolph is a member of the South Central Library System, as is Columbia County. From this we can conclude that the Randolph public library has designated Columbia County as its home county. Dodge County can therefore treat the Randolph public library as an adjacent county library and reimburse it at 70%. However, there is nothing that would prevent Dodge County from reimbursing libraries in border communities such as Randolph at the same percentage as in-county libraries.

I hope that I was able to answer your questions. Please do not hesitate to contact this office if you have any additional questions or concerns regarding this matter. Thank you.

² An "adjacent county" is any county that shares a border, even at a single point, with another county.

Payments to Libraries In our County - A 5 Year History					
Library	2013	2014	2015	2016	2017
Beaver Dam	\$249,929	\$249,572	\$254,395	\$240,013	\$237,331
Brownsville	\$29,906	\$28,244	\$24,752	\$25,021	\$24,170
Columbus *	\$23,762	\$25,166	\$25,774	\$26,588	0
Fox Lake	\$24,460	\$19,611	\$22,514	\$23,275	\$26,312
Hartford	\$48,302	\$51,466	\$52,506	\$52,815	\$54,449
Horicon	\$21,903	\$22,124	\$21,583	\$25,485	\$27,933
Hustisford	\$40,630	\$36,034	\$40,957	\$38,579	\$40,601
Iron Ridge	\$11,295	\$11,368	\$11,881	\$9,099	\$11,393
Juneau	\$46,805	\$44,054	\$38,010	\$50,662	\$44,277
Lomira	\$7,420	\$11,572	\$15,361	\$11,189	\$12,411
Lowell	\$5,004	\$7,467	\$5,750	\$5,346	\$4,774
Mayville	\$25,769	\$22,140	\$22,998	\$25,947	\$36,762
Randolph (Hutchinson Mem.)	\$10,122	\$11,421	\$11,559	\$12,749	\$15,122
Reeseville	\$11,975	\$11,639	\$12,853	\$15,885	\$10,910
Theresa	\$1,874	\$2,130	\$2,015	\$1,952	\$4,064
Watertown	\$69,847	\$71,296	\$69,449	\$57,636	\$54,243
Waupun	\$31,547	\$32,501	\$28,959	\$33,403	\$39,103
	\$660,550	\$657,805	\$661,316	\$655,644	\$643,855
*Columbus shown on in-county chart until 2017 but paid at the adjacent county rate.					

Payments to Libraries Across our Borders - A 5 Year History					
Library	2013	2014	2015	2016	2017
Brandon	\$1,143	\$388	\$469	\$496	\$305
Brookfield	\$25	\$166	\$746	\$283	\$33
Butler	\$0	\$0	\$411	\$439	\$326
Cambria (Jane Morgan Mem.)	\$88	\$45	\$106	\$26	\$49
Cambridge	\$7	\$4	\$21	\$0	\$8
Campbellsport	\$59	\$124	\$514	\$846	\$474
Columbus *	\$0	\$0	\$0	\$0	\$25,212
Cross Plains (Rosemary Garfoot)	\$0	\$0	\$7	\$17	\$0
Dane County Library Service	\$0	\$0	\$0	\$31	\$0
DeForest	\$544	\$1,456	\$1,410	\$0	\$0
Delafield	\$1,200	\$1,232	\$1,789	\$1,121	\$2,030
Fitchburg	\$265	\$1,144	\$1,126	\$759	\$113
Fond du Lac	\$7,737	\$8,553	\$4,929	\$5,545	\$4,623
Fort Atkinson (Dwight Foster)	\$15	\$0	\$0	\$178	\$0
Germantown	\$732	\$861	\$2,627	\$0	\$0
Hartland	\$757	\$956	\$1,166	\$614	\$582
Jefferson	\$97	\$104	\$168	\$0	\$717
Johnson Creek	\$248	\$264	\$928	\$589	\$411
Kewaskum	\$57	\$113	\$85	\$43	\$0
Lake Mills (LD Fargo)	\$0	\$0	\$0	\$962	\$782
Madison	\$1,496	\$571	\$1,026	\$858	\$1,699
Markesan	\$0	\$263	\$157	\$477	\$1,201
Marshall	\$193	\$162	\$237	\$1,137	\$1,290
McFarland (E.D. Locke)	\$0	\$0	\$0	\$8	\$0
Menomonee Falls	\$520	\$613	\$1,223	\$1,863	\$1,861
Middleton	\$0	\$0	\$0	\$0	\$25
Mill Pond	\$0	\$0	\$0	\$0	\$116
Monona	\$0	\$0	\$47	\$29	\$0
Muskego	\$0	\$0	\$0	\$60	\$348
New Berlin	\$35	\$0	\$0	\$0	\$0
North Fond du Lac (Spillman)	\$0	\$0	\$105	\$0	\$36
North Lake (Town Hall)	\$7,170	\$6,324	\$7,812	\$7,383	\$10,527
Oakfield	\$183	\$477	\$389	\$257	\$505
Oconomowoc	\$27,781	\$31,606	\$29,523	\$22,122	\$28,468
Palmyra (Powers Memorial)	\$15	\$0	\$0	\$0	\$119
Pardeeville (Angie W. Cox)	\$0	\$19	\$0	\$0	\$0
Pewaukee	\$440	\$276	\$472	\$889	\$1,064
Portage	\$157	\$174	\$212	\$35	\$135
Poynette	\$0	\$46	\$137	\$95	\$167
Rio	\$0	\$0	\$0	\$106	\$0
Ripon	\$39	\$0	\$50	\$0	\$0
Slinger	\$1,395	\$1,064	\$1,092	\$849	\$0
Sun Prairie	\$1,368	\$717	\$905	\$1,873	\$2,586
Sussex (Pauline Haass)	\$2,554	\$1,355	\$174	\$157	\$115
Verona	\$7	\$17	\$0	\$0	\$0
Waterloo (Karl Junginger)	\$32,579	\$34,960	\$30,455	\$26,354	\$39,199
Waukesha	\$773	\$745	\$2,119	\$1,553	\$2,323
West Bend	\$2,316	\$2,555	\$1,691	\$1,971	\$1,614
Wisconsin Dells (Kilbourn)	\$0	\$50	\$118	\$0	\$0
Wycocena	\$0	\$28	\$223	\$0	\$0
	\$91,995	\$97,432	\$94,669	\$80,025	\$129,063
*Columbus shown on in-county chart until 2017					



**Dodge County
Wisconsin**

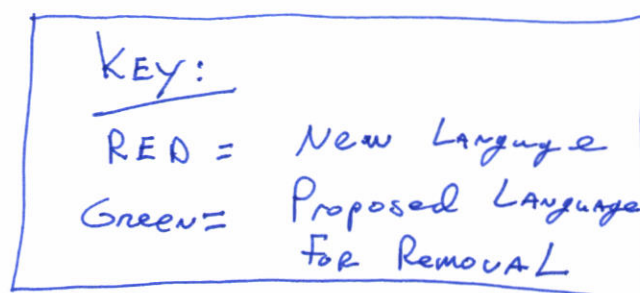


PLAN FOR LIBRARY SERVICE

Adopted by the Dodge County Board of Supervisors
April 21, 2009

Updated November 15, 2016

Updated March 2017



DODGE COUNTY PLAN FOR LIBRARY SERVICE

Background:

The Wisconsin Statutes *require* that a county library plan address the following issues:

- library services to county residents of municipalities which do not maintain a public library, including full access to all system member libraries and reimbursement for that access
- the method and level of county library service funding, which must include reimbursement for public library service within the system to county residents of municipalities which do not maintain a public library
- reimbursement of adjacent county public libraries for the cost of serving county residents who live in areas of the county without public library service.
- The statutes also require that any written agreements necessary to implement the plan be filed with the County Board and the Division for Libraries and Community Learning.

COUNTY PROFILE

Dodge County, which is located in South Central Wisconsin, was created in 1836 and named in honor of Henry Dodge, then territorial governor of Wisconsin. According to the US Census Bureau the county has a total area of 907 square miles.

Dodge County is a leading county in the production of cheese, barley, alfalfa, hay and peas for canning. Industries include the manufacture of wood products, shoes, metal products, lawn care equipment, magazines, stainless steel equipment and ice fishing equipment.

Columbus, Hartford, Watertown and Waupun municipal boundaries cross county lines. Columbus is partially in Columbia County, Hartford is partially in Washington County; Watertown is partially in Jefferson County; and Waupun is partially in Fond du Lac County.

For this plan's purposes, rural residents are defined as residents who live in municipalities (such as towns and villages in the county which do not maintain a public library). In Dodge County those areas are: the towns of Ashippun, Beaver Dam, Burnett, Calamus, Clyman, Elba, Emmet, Fox Lake, Herman, Hubbard, Lebanon, Leroy, Lomira, Lowell, Oak Grove, Portland, Rubicon, Shields, Trenton, Westford, Williamstown and the villages of Kekoskee and Neosho.

Dodge County has sixteen public libraries participating member of the Monarch Library System whose purpose it is to provide library service to the residents of Dodge County. For the purpose of this plan the sixteen Dodge County libraries are: Beaver Dam Community Library, Brownsville Public Library, Fox Lake Public Library, Hartford Public Library, Horicon Public Library, Hustisford Public Library, Iron Ridge Public Library, Juneau Public Library, Lomira Quadgraphics Community Library, Lowell Public Library, Mayville Public Library, Hutchinson Memorial Library in Randolph, Reeseville Public Library, Theresa Public Library, Watertown Public Library, Waupun Public Library.

Beginning in 2008, libraries in adjacent counties, both within and across system borders (but excluding Milwaukee County) may be reimbursed for library use by residents of each of those counties who do not maintain a public library. A county is considered adjacent if it shares a border, even at a single point, with another county. For the purpose of this plan, counties adjacent to Dodge County include Fond du Lac, Washington, Waukesha, Jefferson, Dane, Columbia and Green Lake.

Each year public libraries in Dodge County and in adjacent counties must submit their request for rural reimbursement to the clerk of the adjacent county by July 1 of the year for loans during the previous year to residents in eligible areas of the county. The county must then reimburse the library for at least 70% of the cost by March 1 of the following year.

LIBRARY SERVICE HISTORY

Dodge County established a library service under the authority of Wisconsin Statutes 43.57 and 43.58. The Dodge County Library Service Board consisted of seven members appointed by the County Board Chairman with the approval of the County Board of Supervisors. The composition, powers and duties of the Library Service Board are prescribed in Wisconsin Statutes.

On February 18, 1964 the Dodge County Board of Supervisors approved Resolution 64-3 which created the Dodge County Library Service Board and established the Dodge County Library System. The Dodge County Library System extended cash reimbursements and services to existing Dodge County public libraries. In exchange for the cash reimbursement and services, Dodge County public libraries opened their doors to the county population who live in municipalities not supporting a public library.

On September 18, 1974, the Dodge County Board approved a resolution which authorized the Dodge County Library System to join with the Fond du Lac County Library System in establishing the Mid-Wisconsin Federated Library System. At that time, the name of the *Dodge County Library System* was changed to the *Dodge County Library Service*.

The **Monarch Library System** consists of **four counties: Dodge, Washington, Ozaukee and Sheboygan**. Public library systems are organized according to Wisconsin Statutes 43.13 through 43.24. The **Monarch Library System** is funded by state aid monies. Library system services include: management of the shared automation system and consortium, interlibrary loan, van delivery, continuing education, grants for specific purposes, special needs services, technology assistance, public information services, and cooperative agreements with other library systems.

In April of 1990 a *Plan of Reorganization* for the Dodge County Library Service was approved by the Dodge County Library Service Board. The County Board of Supervisors approved the *Plan* in July 1990. The reorganization took effect January 1, 1991. As a result of the reorganization the service went from a six person staff to a single staff member with oversight provided by contract through the Beaver Dam Community Library.

In January 1995 the Dodge County Library Service automated as part of the Beaver Dam Community Library's stand-alone online catalog at the Dodge County Library Service Board's request at no cost to the County. When the ten member library shared

automation consortia called LAUNCH was established in 2000 the Dodge County Library Service Board requested the service be included in LAUNCH again at no cost to the County. The Dodge County Library Service became part of SHARE at no cost to the County in 2007. Dodge County saved over \$80,000 over a 14 year period as a result of automating under the auspices of the Beaver Dam Community Library.

Dodge County's DVD collection housed centrally was available for holds via the various online catalogs and continues to be available through SHARE catalog. The collection now disbursed amongst the sixteen Dodge County public libraries provides Dodge County residents with walk-in access, as well. SHARE (Shared Holding and Resource Exchange) was an online catalog that provides access to 53 public libraries, school libraries, and public library systems located in Dodge, Jefferson, Racine, Walworth and Washington counties. The combined collection was over 2.5 million items.

In January of 2007 the Dodge County libraries who are members of Mid-Wisconsin Federated Library System merged into an automation consortium called SHARE. This system includes all the public libraries in five counties: Jefferson, Dodge, Washington, Walworth, and Racine counties. Merging libraries onto a shared automation system made economic sense. Sharing automation costs among a group of libraries allowed each library to participate and at the same time saved each community tax dollars. Beyond the economic advantage is the benefit that most citizens appreciate-vastly increased and equitable access. Every time a person does a search on the shared catalog, the system provides a list of holdings across the entire group of libraries. The person searching has the option of picking up the selected item at any of the participating libraries. The SHARE automation system is an effective and powerful tool for the local library staffs as well as the citizens who use the libraries. This project was jointly funded with dollars from Mid-Wisconsin Federated Library system and each local library.

In late 2013, the two library systems cooperating as the SHARE consortium dissolved. The Mid-Wisconsin Federated Library System consisting of Dodge, Jefferson, and Washington counties currently hosts an automation consortium for participating system libraries called **trio**. Beaver Dam Community Library will exist as a stand-alone location.

Technological advances, decentralization of interlibrary loan statewide, shared automation, audiovisual format changes, aging equipment some of which are obsolete or will soon be obsolete are circumstances that led to the elimination of many of the services mentioned in the 2000-2005 *Dodge County Library Service Long Range Plan*. The services eliminated include: interlibrary loan clearing house for Dodge County libraries, videocassette rotations, audio book rotations, public relations computer system and software programs. Wisconsin Statute updates, specifically Act 420, relating to payments to adjacent counties also made it no longer necessary to contract with the Oconomowoc Public Library.

At the beginning of 2016, the Mid-Wisconsin System began merger discussions with the Eastern Shores Library System, which included Sheboygan and Ozaukee Counties. A Joint Merger Committee with representatives from both systems determined that a merger creating a new four-county operation was in the best operational and financial interests of the two systems. A Final Report recommending a merger was released on June 16, 2016. This merger recommendation was first approved by both system boards,

and was then approved by the Dodge County Board of Supervisors with a unanimous vote supporting the Merger Resolution #16-24 on July 19, 2016. The three other impacted counties approved similar resolutions, and the Monarch Library System officially replaced MWFLS and ESLS as of January 1, 2017.

PLANNING PROCESS

At the end of 2008 several public libraries in Dodge County requested the County Board appoint a Dodge County Library Planning Committee. The existing plan was out-of-date running through 2005 and was no longer relevant in today's shared automation environment. A planning committee consisting of Dodge County Library Service Board members, librarians, and the Dodge County Library Service Director was appointed by the Dodge County Board of Supervisors in January 2009. The Division for Libraries, Technology and Community Learning (DLTCL) was notified of the establishment of the committee.

This Dodge County Library Service model was studied in depth by the Planning Committee beginning with the January 30, 2009 meeting. The Planning Committee at the initial meeting instructed the Dodge County Library Service Director to write the plan first draft based on the streamlined service model. Benefits of the new approach to library service included in the Dodge County Library Plan follow:

- streamlined end-user focused plan with renewed respect for taxpayer's dollars
- improved DVD access for rural residents due to walk in availability of the Dodge County Library Service collection being housed in the 16 public libraries
- duplication of services offered by the Mid-Wisconsin Federated Library System eliminated
- county libraries are provided with the opportunity to become self-sufficient with disc repair on site
- county libraries are provided the opportunity to enhance their library collections
- allowed the county to maintain the same library budget for several years with no loss of service to rural residents and at the same time improved the level of service provided to Dodge County libraries

Finally, the streamlined cost effective plan recognizes the strength of the sixteen Dodge County public libraries in terms of services offered by them and their respective collections.

The Dodge County Library Service Planning Committee held a public hearing on the plan as per Wis. Stat. §43.11(3)(a). The plan was reviewed and adopted by the Dodge County Board of Supervisors at a County Board Meeting. Following approval, the plan was submitted to the Division for Libraries, Technology and Community Learning (DLTCL) in the Department of Public Instruction (DPI) at the state of Wisconsin.

LONG-RANGE PLANNING COMMITTEE

Deborah Bissonnette, DCLS Board President
Janis Johnson, DCLS Board Vice-President
Juanita Schultz, DCLS Board Secretary
Elaine Monis, DCLS Board Member
Jennie Neumann, DCLS Board Member
Paul Marose, DCLS Board Member & County Board Supervisor
Mary Ann Miller, County Board Supervisor
Sue Mevis, Dodge County Library Service Director
Barbara Smith, Library Director (Juneau)
Candace Graulich, Library Director (Hustisford)
Patricia Jacob, DCLS Library Assistant II (Advisory non-voting member)

CURRENT LIBRARY SERVICES

County libraries provide the following services to all county library patrons, regardless of residence:

- Skilled staff
- DVDs and videocassettes
- Internet access, including wireless access
- Interlibrary loan information
- Reference materials
- Music compact discs and audiocassettes
- Magazines and Newspapers
- Fax service
- Community information
- Summer reading program
- Local history resources
- Exam proctoring
- Independent study areas
- Literacy Services
- Books
- Recorded books
- Downloadable digital media
- Access to electronic information
- Large print books
- Photocopiers for public use
- Computers for public use
- Children's story hours
- Programs for all ages
- Meeting rooms
- Tax forms
- Book discussion groups
- Remote access to library catalogs
- Job search information

MISSION STATEMENT

To make quality library services available to all rural Dodge County residents of all ages and to provide for equitable funding of that service.

Goals and Actions:

1. To provide all county residents with open access to all library services provided by all system member libraries. County library plans must now provide this access, per Wisconsin Statutes s.43.11(3)(c).
2. To provide for equitable funding for library services provided to all county residents. County library plans must now provide for this funding, per Wisconsin Statutes s.43.11(3)(c). Wisconsin Statutes s.43.12 requires that, beginning in 2001 counties must pay to each public library in the county and to each public library in an adjacent county, other than a county with a population of at least 500,000 an amount that is equal to at least 70 percent of the cost of library service provided to county residents that do not maintain a public library. Appendix A provides a worksheet for a step-by-step calculation for determining minimum county library reimbursements.
3. To provide additional funding to Dodge County libraries, at a level not less than 70% of the county average cost per circulation or \$2.45, whichever is lower. \$2.45 was the base amount applied in the 2009 budget year. The base amount was changed to \$2.32 in 2013 for the 2014 budget year.
4. To distribute remaining funds beyond statutory rural reimbursements to Dodge County libraries using the distribution formula during budget years when surplus funds exist. The distribution formula is located in Appendix B. Library's are required to use funds distributed to purchase popular library materials that all Dodge County rural residents will have access to.
5. To pay each public library in the county and each public library in an adjacent county, other than a county with a population of at least 500,000 by March 1 of each year. This action is stipulated in Wisconsin Statute s.43.12(1).
6. To maintain a county library plan through the annual adoption of a county budget for library services.

To update the plan on an as needed basis through the appointment of a planning committee that shall include representation from: rural residents who reside in Dodge County; librarians who operate public libraries in Dodge County; Dodge County Board of Supervisors; and the Director of the Monarch Library System. The planning committee consisting of a maximum of 7 members will meet first in August 2010 and annually or as needed thereafter.

It was determined by the Planning Committee and Dodge County librarians that the following services be handled through the Monarch Library System and system member libraries: back up information services; resource sharing including collection exchanges; die cuts and related services, laminating; story time kits; and professional library magazine sharing.

Dodge County libraries were also given the opportunity to become self sufficient in disc repair. The county agreed to purchase each library a disc repair machine they could use onsite to clean and repair DVDs, CDs and video game discs. Ongoing maintenance and supplies would be provided by the libraries.

Appendix A

STEP-BY-STEP CALCULATIONS OF MINIMUM COUNTY LIBRARY REIMBURSEMENTS

Beginning in 2008, counties are required by Wisconsin Statutes to pay each municipal and joint public library within the county as well as all adjacent counties at least 70 percent of the cost of library services provided to residents of the county who do not maintain a public library. (The only exceptions to this requirement are consolidated county libraries and counties with a population over 500,000.) Below is the form used to calculate the minimum cost per circulation per state law.

Wisconsin Statute **s.**43.12(2) says: "By July 1 of each year, each public library lying in whole or in part in a county shall provide a statement to the county clerk of that county and to the county clerk of each adjacent county, other than a county with a population of at least 500,000, that reports the number of loans of materials made by that library during the prior calendar year to residents of the county who are not residents of a municipality that maintains a public library under s.43.52 or 43.53 and the total number of loans of material made by that library during the previous calendar year."

1. total operating expenditures (Annual Report, page 4, Section VI, line 6) _____
2. federal expenditures (Annual Report, page 4, Section VI, line 7) _____
3. total operating expenditures, less federal expenditures (#1 above minus #2 above) _____
4. total circulation (Annual Report, page 2, Section III, line 1C Total) _____
5. divide #3 above by #4 above to calculate expenditures per circulation _____
6. number of loans to residents of the county who are not residents of a library municipality (Annual Report, page 6, Section XI, line 2.b for internal county nonresident circulation and lines 3 or 9 for adjacent counties) _____
7. multiply #5 above by #6 above _____
8. multiply #7 above by .7 (or 70 percent) _____

The statutory formula represents the minimum payment that must be made to each library in the county and all adjacent counties. Counties are free to use other formulas to determine cost of service and to distribute county reimbursements, as long as the payment to each library in the county meets or exceeds the statutory minimum formula amount calculated above.

Appendix B

Distribution Formula Step by Step Calculations

1. Subtract rural reimbursement total from total budget to determine availability of surplus funds.
2. Multiply #1 above by .2 (or 20 percent)
3. Divide #2 by 16 (the number of county libraries) to establish the base payment
4. Calculate each of the 16 libraries % of annual total rural circulation using statistics generated by the SHARE automation system hosted by MWFLS
5. Subtract #2 from #1 (the total available funds)
6. Multiply #5 by #4 for each of the 16 libraries
7. Add #6 to #3

Example:

A 20% base amount has been established to ensure that all Dodge County libraries receive collection enhancement grants when surplus funds are available for distribution. The base amount then would be $\text{Surplus} \times 20\% \div 16$. (Example $\$100,000 \times 20\% \div 16 = \$1,250$). The base amount would be the minimum payment that would be added to the remaining 80% multiplied by each library's % of rural circulation. (Example $\$80,000 \times 5.0474\%$ (Brownsville's % of 2008 rural circulation) = $\$4,038 + \$1,250 = \$5,288$).

Appendix C

Grant Opportunities to be considered annually as part of the County Budget Process

Library Outlet Policy

Any Dodge County village, town or city that does not have a public library that requests to obtain library outlet status would have to provide, on an annual basis, documentation of financial support by a two to one margin to receive grant monies up to \$1,000.00 from Dodge County. Outlet requests would be considered annually as part of the budget process with an outlet policy review in five years.

Dodge County Clearview Longterm Rehabilitation Center

Consider annually as part of the Dodge County budget process providing a \$1,000 grant to the Juneau Public Library for services provided to Dodge County Clearview Longterm Rehabilitation Center residents.